

# Workplace COVID-19 Safety Plan

## Personal Service Establishments

Name of Business: Glaze Tanning

Address: 5516 Hastings Street

Date plan was created: May 18 2020

Date last updated: July 25 2020

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**Please complete this form. Provide a detailed explanation of your workplace COVID-19 safety plan in the spaces provided on the following pages.**

### General Checklist (check the boxes that apply):

- ☒ Yes, we have created this workplace COVID-19 Safety Plan by following the processes outlined in the [WorkSafe BC COVID-19 Safety plan guide checklist](#).
- ☒ We are in compliance with the [WorkSafe BC](#) and the [Provincial Health Officer \(PHO\) orders](#) for physical distancing between customers and staff.

### Refer to the following websites for updates and resource materials:

[WorkSafe BC COVID-19 Safety Plan Checklist](#)

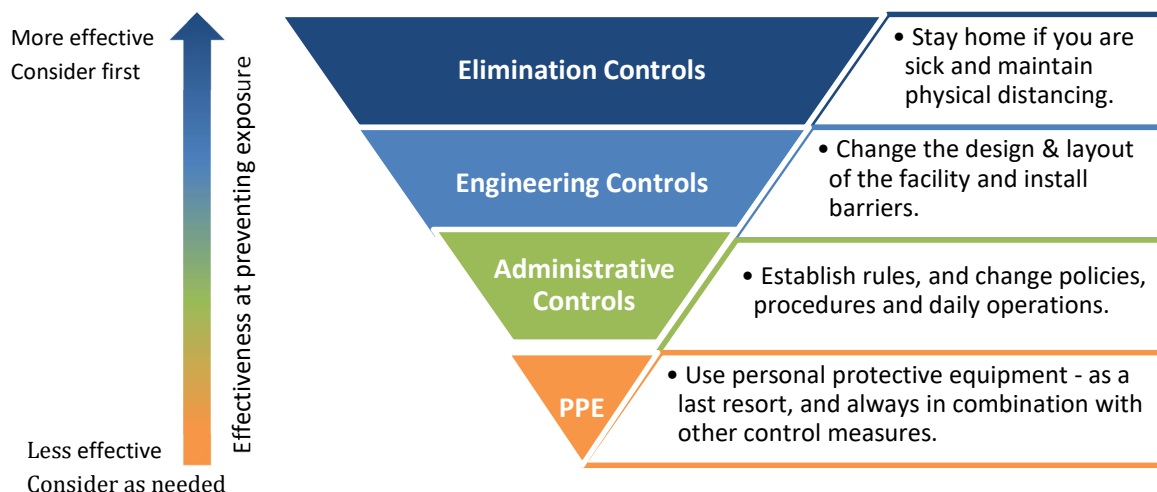
[WorkSafe BC Protocol for Returning to Operations](#)

[WorkSafe BC Occupational First Aid Attendant \(OFAA\) protocols during the COVID-19 pandemic](#)

[Current Provincial Health Officer Orders under the Public Health Act](#)

[Vancouver Coastal Health Sector Guidelines and Letters](#)

# Levels of Protection



## Level 1: Elimination Controls

These refer to new measures that will be put in place to prevent crowding or close contact between people in the workplace. Ensuring physical distancing by reducing the number of people onsite is considered an “elimination control” in that this approach eliminates or removes the hazard (i.e. infected people) from being at the workplace.

## Level 2: Engineering Controls

These refer to new designs or modifications to plants, tools, equipment, ventilation systems, and processes that reduce the risk of exposure.

## Level 3: Administrative Controls

These refer to policies and standard operating procedures at your workplace that alter the way the work is done to reduce risks. Examples include timing of work, training, housekeeping, equipment maintenance and personal hygiene policies.

## Level 4: Personal Protective Equipment (“PPE”)

This refers to protective gear worn by people in your workplace to reduce their contact with other people who may potentially be infected with COVID-19 (e.g. masks, gloves, face shields, eye protection).

## Level 1: Elimination Controls

### Managing the Workplace

The maximum number of customers allowable on the premises at any given time: 6

Indicate the maximum numbers of staff in each of the following areas:

Staff Break Room: [Click here to enter text.](#)

Washroom: 1

Storage Room: [Click here to enter text.](#)

Customer Area: 2 (areas only)

Other (*describe*): [Click here to enter text.](#)

Our protocols to manage customer and staff entry and exit are:

- ☐ Designated doors for entry and exit
- ☒ Keeping doors propped open to reduce numbers of people touching door knobs
- ☐ Other (*describe*): [Click here to enter text.](#)

The staff member/role responsible for managing the occupancy limit is (*name and title*):

Main employee working (one)

We are maintaining physical distancing in our establishment by (*check all that applies*):

- ☒ Staying home when exhibiting symptoms of illness
- ☒ Using signage
- ☒ Using floor decals
- ☐ Re-arranging workstations so there is 2 metres of distance between stations
- ☒ Eliminating some work stations
- ☐ Using only larger treatment rooms
- ☒ We have altered our staff work schedules and operations to increase physical distancing by staggering schedules and breaks.
- ☒ We are using tap or mobile payment methods
- ☐ Other (*describe*): [Click here to enter text.](#)

## Level 1: Elimination Controls

### Client Management

When booking appointments, we will:

- ☐ Ask clients to self-assess whether they have symptoms of COVID-19
- ☒ Ask clients to cancel their appointment if they develop symptoms or have contact with someone (e.g. family member) who is confirmed or suspected of COVID-19
- ☐ Remind clients of this policy when they arrive for their appointment

Our procedures to limit the number of people on-site include:

- ☐ No walk-in appointments
- ☐ Clients asked to arrive only at appointment time
- ☐ Clients asked to arrive alone (if possible)
- ☐ Clients asked to wait outside until their scheduled appointment time
- ☒ Locking premises when at capacity
- ☒ Other (*describe*): limit number of people in the lobby to no more than 2

Our protocols to manage customer and staff flow include:

- ☒ Designated directions for hallways
- ☒ Designated directions for common areas
- ☒ Signage in place
- ☐ Other (*describe*): [Click here to enter text.](#)

Describe how you will manage client belongings:

We do not touch client belongings

## Level 1: Elimination Controls

### Performing Personal Services

We will restrict or prohibit certain “high risk” services where close contact is required over extended periods of time and control measures cannot be implemented. These high-risk services include *(check all that apply)*:

- ☐ Facials
- ☐ Threading services
- ☐ Other *(list)*: [Click here to enter text.](#)

Describe any other **elimination controls** you have in place to support physical distancing:

We removed wipes from rooms, candies on beds.

## Level 2: Engineering Controls

### Managing the Workplace

We have installed barriers in the following indoor spaces where physical distancing may not be possible *(check all that apply)*:

- ☒ At reception
- ☐ Between service stations
- ☐ Sink areas
- ☐ Other *(describe)*: [Click here to enter text.](#)

We are posting signage for both workers and clients regarding our policies throughout our workplace. The signs will be kept in these areas *(list)*:

Reception

We have closed off certain areas for use *(list)*:

[Click here to enter text.](#)

## Level 2: Engineering Controls

### Managing the Workplace

We have made the following changes to the design and/or layout of the facility

(check all that applies):

- ☐ We have rearranged gathering areas, such as break areas, lunch rooms, and supply rooms, to maximize physical distances for our staff
- ☒ We are removing magazine racks, booklets, brochures, toys, product sell sheets, and product samples from client areas to reduce customers congregating
- ☒ We will use disposable cups or bottled beverages instead of shared items (*Note: providing drinks is only currently permitted if your facility has approval as a food premises*)
- ☒ We have placed physical distancing markers for customers and staff in our workplace
- ☒ We have provided hand sanitizer for customers to use when they enter and exit the premises

Describe any other **engineering control measures** (changes to the design and/or layout of the facility) that have been taken:

**Added glass barrier**

## Level 3: Administrative Controls

### Managing the Workplace

The procedure if **a worker** is identified as having symptoms is:

Do not come to work. Fill out online questionnaire and Follow the guidelines as indicated by our provincial health, IH, CDC. Must show reasonable proof that they are following directive of health authorities. (I.e. testing)

The procedure if **a customer** is identified as having symptoms is:

## Run report of all potential customers who may have been in contact with that employee. Contact

### Level 3: Administrative Controls

#### Managing the Workplace

We have implemented the following additional administrative controls in our facility  
(check all that apply):

- ☒ Our staff sick policy supports workers to stay home if symptomatic
- ☒ We have provided worker training and orientation on COVID-19 safety protocols
- ☒ We have provided workers with medical resource information that includes telephone numbers and website addresses for key medical, mental health, and bullying resources, with approved COVID-19 information
- ☒ Workers have a health and safety contact person available for every shift (Joint Occupational Health and Safety (JOHS) member, representative or otherwise) to ensure protocols are being followed and understood
- ☐ We have organized our staff members into working groups or teams to facilitate reduced interaction between groups
- ☒ We will inform clients of our policies in an email after booking so they know what to expect.
- ☒ We are posting our key COVID-19 protocols to our website and social media  
(provide link):Click here to enter text.

#### Client Management

Our policy to for booking larger groups for services includes (*describe*):

Click here to enter text.

#### Providing Personal Services

We have implemented the following staff hygiene policies:

- ☐ Wash hands before and after each client
- ☒ Do not touch your face while providing services on a client
- ☐ Other *(describe)*:sanitize and wash hands frequently

## Level 3: Administrative Controls

### Tools and Equipment

Describe how tools and equipment that come into contact with public items will be washed and sanitized *(list procedure and products)*:

Hospital grade disinfectant

Our policies to minimize the risk from sharing tools, equipment, and products are as follows *(check each box that applies and list items)*:

- ☐ Provided each worker with their own set of tools/equipment
- ☒ Using single-use items wherever possible
- ☐ Other *(describe)*:sanitize all equipment between each shift

### Enhanced Cleaning & Disinfecting

We have implemented the following administrative controls to ensure enhanced cleaning and disinfection throughout the facility *(check all that apply)*:

- ☒ Provide enhanced cleaning of all frequent touchpoints in common areas: walls, tables, chairs, coat hooks, restrooms, doors including front door, restroom door, staff doors to offices, and breakrooms
- ☒ Reduce the amount of retail products on shelves for easier cleaning
- ☒ Allow additional time between appointments for enhanced cleaning/disinfecting
- ☒ Incorporating additional regular and end-of-shift cleaning and disinfection for all shared spaces and surfaces in public serving zones

- ☒ We have developed a cleaning schedule
- ☒ Assigned a person who is responsible for completing cleaning tasks, and who is ensuring completion of these tasks
- ☒ Provided appropriate supplies such as soap and water, hand sanitizer and disinfection wipes

## Level 4: Personal Protective Equipment

If the first three levels of protection are not enough to control the risks, then personal protective equipment may be used as an additional control measure. If your facility is using personal protective equipment, complete this section.

- ☒ Yes, we have reviewed [WorkSafe BC's Guidance on Selection and Use of Masks](#).

We have developed a personal protective equipment policy **for employees** as follows:

Masks are available, hand sanitizer

We have developed a personal protective equipment policy **for customers** as follows:

Remain at a distance from all personnel.

The following tasks require the use of personal protective equipment (*describe, if any*):

[Click here to enter text.](#)

If applicable, employees have received training about:

- ☐ How to safely put on and take off a mask
- ☐ When to change a mask
- ☐ The importance of conducting hand hygiene after taking off a mask
- ☐ How to safely put on and take off gloves
- ☐ When to change gloves
- ☐ The importance of conducting hand hygiene after taking off gloves

(If applicable) We have developed a policy for the use of other personal protective equipment such as gowns, smocks, aprons for employees as follows:

[Click here to enter text.](#)

Describe any other measures that have been taken related to **personal protective equipment**:

[Click here to enter text.](#)